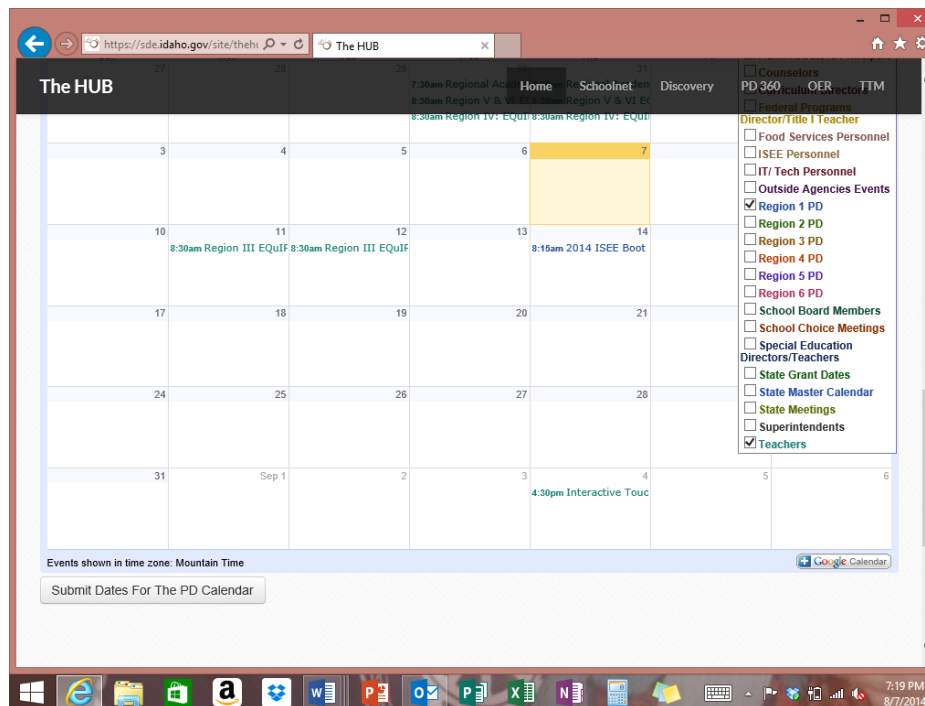
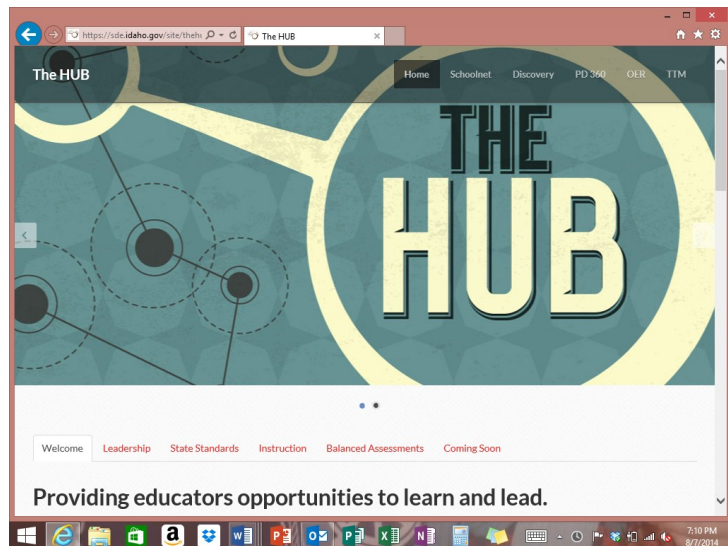


How to Submit a Date on **The Hub**

Have an event you'd like to have posted on The Hub calendar? We are excited to assist you in getting the word out. This is what you need to do.

1. Go to The Hub.



Click on Submit Dates for the PD Calendar.

The screenshot shows a Google Docs window titled "PD Request Date". The document content includes a welcome message, a list of required fields with asterisks, and text input boxes for each field. The fields are: Name, Phone number, Email address, Organization, Name of the Event, Venue and address, and Date. The document is open in a browser window with the address bar showing "https://docs.google.com/for". The Windows taskbar at the bottom shows various application icons and the system clock indicating 7:56 PM on 8/7/2014.

PD Request Date

Welcome! We are excited that you would like to post your information on the State Calendar to share with everyone! Please complete the following questions and click submit. Once the data is processed, your date will be on the State PD Calendar, and if appropriate, placed in Schoolnet PD Planner. If this is going to be placed in Schoolnet, I will contact you to find out any additional information. If you have any handouts or agenda's you'd like me to include, please email them to me at corr@sde.idaho.gov and in the subject line put the name of the event and the dates. Thank you!

*** Required**

What is your name? *
Please provide your first and last name.

What is your phone number? *

What is your email address? *

What organization is presenting this event? *
I.e. Idaho State Department of Education, Idaho Leads, District, Teacher

Name of the Event *

Please provide the name of the venue and the address. *
Venue and city

What is the date or dates for this event? *
Please provide month, day, and year.

Complete the Google Doc and click submit at the end.

Once the Google Doc is submitted, it will be reviewed. You will be contacted once it is placed on the calendar or with questions if needed.

Thank you for sharing your events with the educators of Idaho!